FermiWorks
View Goals I've Assigned
09.30.14

Overview: View a list of all goals that you have created and assigned to your employees. This enables you to see:

- Each goal and its description
- Goal(s) it supports
- Due date
- Who the goal is assigned to
- Completion status

1. Enter **View Goals I've Assigned** in the Search box.

> **NOTE:** *View Goals I've Assigned* must be entered in the Search box or this report will not display.

2. Click the Related Actions on any link to perform related business processes.

Goal	Description	Supports	Due Date	Created by	Editable	Assigned To		Status
						Employee	Personal Goal	
Update the Welcome to Fermilab onboarding course.	Add the new chapters to include FermiWorks information, new maps, and organization charts.		12/30/2014		Yes	Albert Einstein (300593)	Update the Welcome to Fermilab onboarding course.	
Update the Welcome to Fermilab onboarding course.	Add the new chapters to include FermiWorks information, new maps, and organization charts.		12/30/2014		Yes	Martha Stewart (300595)	Update the Welcome to Fermilab onboarding course.	

3. Click the Workday logo at the top of the window to return to the FermiWorks Home page.